FOR YOUR INFORMATION

MARIA BUONAVENTURA

DATE: September 27, 1995

TO: Distribution

SUBJECT: **ON VACATION - ADVERTISING REVIEW PROCEDURE**

Please be advised I will be on vacation Monday, October 2 through Friday, October 6. In my absence please follow the procedures I have listed below for review and approval of advertising.

MECHANICALS & BLUEPRINTS

Please forward all mechanicals and blue prints to my temp Alejo Perez. He will coordinate with Ginny Murphy for her approval. To make things easy, please have all other approvals prior to giving the boards and blue prints to Alejo. He will check all pos numbers prior to forwarding the boards to Ginny Murphy.

FULFILLMENT/CONTINUITY

Please remember any mechanicals that include any type of fulfillment must be reviewed by someone in the Fulfillment Department. Have Fulfillment review the boards before they are forwarded on to Ginny Murphy

ALL OTHER LEGAL APPROVALS

All other items requiring legal approval, copy decks, comps and questions should go directly to Ginny Murphy or Kathy Mulligan

FIELD SALES & PRICING ISSUES

All Sales and pricing related materials should be forwarded directly to Jackie Gilbert for her review and approval

POS NUMBER REQUESTS

Continue to e-mail all POS number requests to Alejo Perez. I just ask that you be very specific in the description you give

- Brand
- Program Name & Offer
- Program Date
- Clear Item Description (poster, display, etc.)

Please be conscious of the fact that Ginny and Kathy and Jackie are going to be very busy with their normal day to day business and you should give them reasonable time frames in which to review mechanicals and blue prints. If you anticipate something coming in that is urgent, they would appreciate ample notice that a quick turn around is needed.

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